



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

1593-02
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date January 27, 1975		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 10 1975 75-13 FEB 27 1975	
2. Agency Application No. 161		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Marketing Division Warehouse Section 19 Hunter Street, SW, Atlanta, Georgia 30334		4. Person to Contact Jack Hardin	
		5. Working Title Section Chief		6. Tel. No. 656-3676	
7. ACTION REQUESTED Cancel 74-393 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972 to Date		9. Exact Series Title LICENSED WAREHOUSE FILES			
10. What is the function of the office in which this record series is created? The Division provides services to improve marketing of Agriculture products, to find new outlets and uses for agricultural products, and to help promote Georgia products nationally and internationally. It regulates the warehouse storage facilities for agricultural products and inspects products for quality and quantity.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to authorizing warehouses to store agricultural products other than tobacco. Included are: Original application for Warehouse License; Statement showing assets and liabilities; copy of State Bonded Warehouse License; Current Insurance Policy; Warehouseman's Bond; Application for Certified Public Weigher's Permit; Copy of Weigher's License; Tariff; Current Drawing of Facilities; Current Certificate of Capacity; Order for Warehouse Receipts; Bond for Lost Warehouse Receipt, and Correspondence. Files are arranged alphabetically by City; thereunder by Warehouse.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		9	13.6	1 2	
Legal-size File Drawers		10	120	Floor Space Occupied (Square Feet)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				15 2 1 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER See Below, then:

- ☐ [] Hold in the current files area _____ month(s)/_____ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify)

Warehouse License Files remain active until warehouse goes out of business. When warehouse goes out of business and after warehouse audit is resolved, withdraw folder from active files and place in inactive files. Cut off inactive files at end of each calendar year; hold in current files area five (5) years; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

SEE ATTACHED MAINTENANCE INSTRUCTIONS

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Lipes</i>	1/27/75		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Ellis D. Lipes</i>	1/27/75
	State Auditor/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	2-20-75
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Ford</i>	2-19-75
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Shell</i>	2-21-75

STATE RECORDS
COMMITTEE